

# ORDER FOR SUPPLIES OR SERVICES

PAGE OF PAGES

1

8

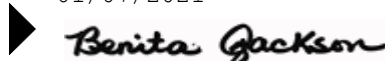
IMPORTANT: Mark all packages and papers with contract and/or order numbers.

|   |  |   |  |  |                           |
|---|--|---|--|--|---------------------------|
| 1. DATE OF ORDER<br>01/07/2021  |  | 2. CONTRACT NO. (If any)<br>68HE0318D0003   |  | 6. SHIP TO:<br>a. NAME OF CONSIGNEE<br>Region 4  |                           |
| 3. ORDER NO.<br>68HE0421F0011   |  | 4. REQUISITION/REFERENCE NO.<br>See Schedule  |  | b. STREET ADDRESS<br>US Environmental Protection Agency<br>Atlanta Federal Center<br>61 Forsyth Street, SW   |                           |
| 5. ISSUING OFFICE (Address correspondence to)<br>Region 4<br>US Environmental Protection Agency<br>Atlanta Federal Center<br>61 Forsyth Street, SW<br>Atlanta GA 30303-3104 |  | c. CITY<br>Atlanta  |  | d. STATE<br>GA   | e. ZIP CODE<br>30303-3104 |
| 7. TO: LEE DIOSO  |  | f. SHIP VIA   |  |  |                           |
| a. NAME OF CONTRACTOR<br>CDM FEDERAL PROGRAMS CORPORATION   |  | 8. TYPE OF ORDER  |  |  |                           |
| b. COMPANY NAME   |  | <input type="checkbox"/> a. PURCHASE<br>REFERENCE YOUR:<br><br>Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated. |  | <input checked="" type="checkbox"/> b. DELIVERY<br>Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract. |                           |
| c. STREET ADDRESS<br>10560 Arrowhead Dr Ste 500   |  | e. STATE<br>VA  |  | f. ZIP CODE<br>220307301   |                           |
| d. CITY<br>Fairfax  |  |   |  |  |                           |
| 9. ACCOUNTING AND APPROPRIATION DATA<br>See Schedule  |  | 10. REQUISITIONING OFFICE<br>Region 4   |  |  |                           |

|   |  |                              |  |  |  |
|---|--|------------------------------|--|--|--|
| 11. BUSINESS CLASSIFICATION (Check appropriate box(es))<br><input type="checkbox"/> a. SMALL <input checked="" type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> e. HUBZone<br><input type="checkbox"/> f. SERVICE-DISABLED VETERAN-OWNED <input type="checkbox"/> g. WOMEN-OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOSB PROGRAM <input type="checkbox"/> h. EDWOSB |  |                              |  | 12. F.O.B. POINT   |  |
| 13. PLACE OF<br>a. INSPECTION<br>Destination  |  | b. ACCEPTANCE<br>Destination |  | 14. GOVERNMENT B/L NO.   |  |
|   |  |                              |  | 15. DELIVER TO F.O.B. POINT<br>ON OR BEFORE (Date)<br>Multiple |  |
|   |  |                              |  | 16. DISCOUNT TERMS   |  |

## 17. SCHEDULE (See reverse for Rejections)

| ITEM NO.<br>(a)   | SUPPLIES OR SERVICES<br>(b)   | QUANTITY ORDERED<br>(c)   | UNIT<br>(d)          | UNIT PRICE<br>(e) | AMOUNT<br>(f) | QUANTITY ACCEPTED<br>(g)        |
|---|---|---------------------------|----------------------|-------------------|---------------|---------------------------------|
|   | DUNS Number: 161563440<br>RAF / DES TASK ORDER<br>RI/FS & RD/RA OVERSIGHT<br>Burlington Industries Cheraw OU2 Site<br>TOCOR: JEFF CROWLEY Max Expire Date:<br>01/06/2029 Invoice Approver: LUIS FLORES Alt<br>Continued ... |                           |                      |                   |               |                                 |
| 18. SHIPPING POINT  |   | 19. GROSS SHIPPING WEIGHT |                      | 20. INVOICE NO.   |               | 17(h)<br>TOTAL<br>(Cont. pages) |
| 21. MAIL INVOICE TO:  |   |                           |                      |                   |               |                                 |
| a. NAME<br>RTP Finance Center   |   | \$103,417.00              |                      |                   |               | 17(i)<br>GRAND TOTAL            |
| b. STREET ADDRESS<br>(or P.O. Box)<br>US Environmental Protection Agency<br>RTP-Finance Center (AA216-01)<br>109 TW Alexander Drive<br>www2.epa.gov/financial/contracts |   | \$899,457.00              |                      |                   |               |                                 |
| c. CITY<br>Durham   |   | d. STATE<br>NC            | e. ZIP CODE<br>27711 |                   |               |                                 |

|  |  |   |  |
|--|--|---|--|
| 22. UNITED STATES OF AMERICA BY (Signature)<br> |  | 23. NAME (Typed)<br>Benita Jackson<br>TITLE: CONTRACTING/ORDERING OFFICER |  |
|--|--|---|--|

## ORDER FOR SUPPLIES OR SERVICES

PAGE NO

## SCHEDULE - CONTINUATION

2

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

| DATE OF ORDER |  | CONTRACT NO.     |      | ORDER NO.     |           |                   |
|---------------|--|------------------|------|---------------|-----------|-------------------|
| 01/07/2021    |  | 68HE0318D0003    |      | 68HE0421F0011 |           |                   |
| ITEM NO.      | SUPPLIES/SERVICES  | QUANTITY ORDERED | UNIT | UNIT PRICE    | AMOUNT    | QUANTITY ACCEPTED |
| (a)           | (b)  | (c)              | (d)  | (e)           | (f)       | (g)               |
| 0001          | <p>Invoice App: BARBARA DOBSON<br/>Admin Office:<br/>Region 4<br/>US Environmental Protection Agency<br/>Atlanta Federal Center<br/>61 Forsyth Street, SW<br/>Atlanta GA 30303-3104</p> <p>Accounting Info:<br/>21-TR2B-04R0C9F-000DD2-2505-B49FBD02-C001-21<br/>04RE1005-001 BFY: 21 Fund: TR2B Budget Org:<br/>04R0C9F Program (PRC): 000DD2 Budget (BOC):<br/>2505 Job #: B49FBD02 Cost: C001 DCN - Line<br/>ID: 2104RE1005-001<br/>Period of Performance: 01/07/2021 to<br/>01/06/2024</p> <p>Base: \$414,219.00<br/>Option Period One: \$461,319.00<br/>Optional 6 month extension: \$23,919.00<br/>Total price with fixed fee: \$899,457.00</p> <p>Attachments:<br/>Attachment 1 - Statement of Work (SOW)<br/>Attachment 2 - Additional Clauses<br/>Attachment 3 - Wage Determinations</p> <p>Period of Performance:<br/>Base : 01/07/2021 - 01/06/2024<br/>Option : 01/07/2024 - 01/06/2029</p> <p>General Support Requirements (TASK 1) -<br/>Contractor shall furnish all necessary<br/>personnel, material and services to perform<br/>Task 1.1, 1.2, and 1.6 as annotated in the<br/>Statement of Work(SOW).<br/>CLIN TYPE: Cost Reimbursement Plus Fixed<br/>Fee (CPFF)<br/>BASE PERIOD OF PERFORMANCE<br/>01/07/2021 - 01/06/2024<br/>Severable Services<br/>Incrementally Funded Amount:<br/>Task 1.1 Systematic Project Planning -<br/>\$11,348.00<br/>Task 1.2 Site-Specific Plan(s) Development<br/>- \$25,026.00<br/>Task 1.6 Community Involvement - \$12,183.00<br/>Continued ...</p> |                  |      |               | 48,557.00 |                   |

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$48,557.00

**ORDER FOR SUPPLIES OR SERVICES**  
**SCHEDULE - CONTINUATION**

PAGE NO  
3

**IMPORTANT:** Mark all packages and papers with contract and/or order numbers.

|                             |                               |                            |
|-----------------------------|-------------------------------|----------------------------|
| DATE OF ORDER<br>01/07/2021 | CONTRACT NO.<br>68HE0318D0003 | ORDER NO.<br>68HE0421F0011 |
|-----------------------------|-------------------------------|----------------------------|

| ITEM NO.<br>(a) | SUPPLIES/SERVICES<br>(b)  | QUANTITY<br>ORDERED<br>(c) | UNIT<br>(d) | UNIT<br>PRICE<br>(e) | AMOUNT<br>(f) | QUANTITY<br>ACCEPTED<br>(g) |
|-----------------|---|----------------------------|-------------|----------------------|---------------|-----------------------------|
|                 | Requisition No: PR-RAF4-21-00002  |                            |             |                      |               |                             |
| 0001A           | Project Management, Monitoring and Reporting - Contractor shall furnish all necessary personnel, material and services to perform Task 1.3 as annotated in the SOW.<br>CLIN TYPE: Fixed Price (FFP)<br>BASE PERIOD OF PERFORMANCE<br>01/07/2021 - 01/06/2024<br>Severable Services<br>CLIN Ceiling (Not to Exceed) Amount:<br>\$92,031.00<br>Incrementally Funded Amount: \$30,687.00<br>Requisition No: PR-RAF4-21-00002   |                            |             |                      | 30,687.00     |                             |
| 0001B           | Task Order Close Out - Contractor shall furnish all necessary personnel, material and services to perform Task 1.7 as annotated in the SOW.<br>CLIN TYPE: Fixed Price (FFP)<br>BASE PERIOD OF PERFORMANCE<br>01/07/2021 - 01/06/2024<br>Non-Severable Services<br>CLIN Ceiling (Not to Exceed) Amount:<br>\$7,385.00<br>This Line Item is Fully Funded<br>Requisition No: PR-RAF4-21-00002  |                            |             |                      | 7,385.00      |                             |
| 0002            | RI / FS Support (TASK 2) - Contractor shall furnish all necessary personnel, material and services to perform the following Tasks, as annotated in the SOW:<br>Task 2 Field Work and Analytical Support<br>Task 2.2 Analytical Support and Data Validation<br>Task 2.2.1 Environmental Sample Collection<br>Task 2.2.2 Analytical Services and Support<br>Task 2.2.3 Data Validation<br>Task 2.3 Data Compilation and Evaluation<br>Severable Services<br>Continued ... |                            |             |                      | 0.00          |                             |

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$38,072.00

**ORDER FOR SUPPLIES OR SERVICES**  
**SCHEDULE - CONTINUATION**

PAGE NO  
4

**IMPORTANT:** Mark all packages and papers with contract and/or order numbers.

|                             |                               |                            |
|-----------------------------|-------------------------------|----------------------------|
| DATE OF ORDER<br>01/07/2021 | CONTRACT NO.<br>68HE0318D0003 | ORDER NO.<br>68HE0421F0011 |
|-----------------------------|-------------------------------|----------------------------|

| ITEM NO.<br>(a) | SUPPLIES/SERVICES<br>(b)  | QUANTITY<br>ORDERED<br>(c) | UNIT<br>(d) | UNIT<br>PRICE<br>(e) | AMOUNT<br>(f) | QUANTITY<br>ACCEPTED<br>(g) |
|-----------------|---|----------------------------|-------------|----------------------|---------------|-----------------------------|
| 0002A           | Incrementally Funded<br>CLIN TYPE: Cost Reimbursement Plus Fixed Fee(CPFF)<br>BASE PERIOD OF PERFORMANCE<br>01/07/2021 - 01/06/2024<br>Requisition No: PR-RAF4-21-00002<br><br>RI / FS Support (TASK 3) - Contractor shall furnish all necessary personnel, material and services to perform the following Tasks, as annotated in the SOW:<br>Task 3 Oversight<br>Task 3.1 Field Oversight(Split Sampling in Task 2)<br>Task 3.1.1 Field Audit and Inspections<br>Task 3.2 RI/FS or Site Investigation Support (Task 3.2 Incrementally Funded \$16,788.00)<br>Severable Services<br>Incrementally Funded<br>CLIN TYPE: Cost Reimbursement Plus Fixed Fee(CPFF)<br>BASE PERIOD OF PERFORMANCE<br>01/07/2021 - 01/06/2024<br>Requisition No: PR-RAF4-21-00002 |                            |             |                      | 16,788.00     |                             |
| 0003            | Removal Support - Contractor shall furnish all necessary personnel, material and services to perform Task 3.3 as annotated in the SOW.<br>Severable Services<br>Incrementally Funded<br>CLIN TYPE: Cost Reimbursement Plus Fixed Fee (CPFF)<br>BASE PERIOD OF PERFORMANCE<br>01/07/2021 - 01/06/2024<br>Requisition No: PR-RAF4-21-00002  |                            |             |                      | 0.00          |                             |
| 1001            | Option Period - General Support Requirements (TASK 1) - Contractor shall furnish all necessary personnel, material and services to perform the following Tasks Continued ...  |                            |             |                      | Option        |                             |

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$16,788.00

**ORDER FOR SUPPLIES OR SERVICES**  
**SCHEDULE - CONTINUATION**

PAGE NO  
5

**IMPORTANT:** Mark all packages and papers with contract and/or order numbers.

|                             |                               |                            |
|-----------------------------|-------------------------------|----------------------------|
| DATE OF ORDER<br>01/07/2021 | CONTRACT NO.<br>68HE0318D0003 | ORDER NO.<br>68HE0421F0011 |
|-----------------------------|-------------------------------|----------------------------|

| ITEM NO.<br>(a) | SUPPLIES/SERVICES<br>(b)   | QUANTITY<br>ORDERED<br>(c) | UNIT<br>(d) | UNIT<br>PRICE<br>(e) | AMOUNT<br>(f) | QUANTITY<br>ACCEPTED<br>(g) |
|-----------------|--|----------------------------|-------------|----------------------|---------------|-----------------------------|
|                 | as annotated in the SOW.<br>Task 1.1 Systematic Project Planning<br>Task 1.2 Site-Specific Plan(s) Development<br>Task 1.6 Community Involvement<br>Task 1.7 Task Order Close Out<br>Severable Services<br>Incrementally Funded<br>CLIN TYPE: Cost Reimbursement Plus Fixed<br>Fee (CPFF)<br>OPTION PERIOD OF PERFORMANCE<br>01/07/2024 - 01/06/2029<br>(Option Line Item)<br>Requisition No: PR-RAF4-21-00002   |                            |             |                      |               |                             |
| 1001A           | Option Period - Project Management,<br>Monitoring and Reporting - Contractor shall<br>furnish all necessary personnel, material<br>and services to perform Task 1.3 as<br>annotated in the SOW.<br>Severable Services<br>Incrementally Funded<br>CLIN TYPE: Fixed Price (FFP)<br>OPTION PERIOD OF PERFORMANCE<br>01/07/2024 - 01/06/2029<br>CLIN Ceiling (Not to Exceed) Amount:<br>\$170,071.00<br>(Option Line Item)<br>Requisition No: PR-RAF4-21-00002 |                            |             |                      | Option        |                             |
| 1002            | Option Period - Removal Support -<br>Contractor shall furnish all necessary<br>personnel, material and services to perform<br>Task 3.3 as annotated in the SOW.<br>CLIN TYPE: Cost Reimbursement Plus Fixed<br>Fee (CPFF)<br>OPTION PERIOD OF PERFORMANCE<br>01/07/2024 - 01/06/2029<br>(Option Line Item)<br>Requisition No: PR-RAF4-21-00002   |                            |             |                      | Option        |                             |
| 1003            | Option Period - Remedial Design (RD)<br>Support (TASK 2) - Contractor shall furnish<br>all necessary personnel, material and<br>Continued ...  |                            |             |                      | Option        |                             |

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$0.00

**ORDER FOR SUPPLIES OR SERVICES**  
**SCHEDULE - CONTINUATION**

PAGE NO  
6

**IMPORTANT:** Mark all packages and papers with contract and/or order numbers.

|                             |                               |                            |
|-----------------------------|-------------------------------|----------------------------|
| DATE OF ORDER<br>01/07/2021 | CONTRACT NO.<br>68HE0318D0003 | ORDER NO.<br>68HE0421F0011 |
|-----------------------------|-------------------------------|----------------------------|

| ITEM NO.<br>(a) | SUPPLIES/SERVICES<br>(b)  | QUANTITY<br>ORDERED<br>(c) | UNIT<br>(d) | UNIT<br>PRICE<br>(e) | AMOUNT<br>(f) | QUANTITY<br>ACCEPTED<br>(g) |
|-----------------|---|----------------------------|-------------|----------------------|---------------|-----------------------------|
|                 | services to perform the following Tasks as annotated in the SOW:<br>Task 2 Field Work and Analytical Support<br>Task 2.2 Analytical Support and Data Validation<br>Task 2.2.1 Environmental Sample Collection<br>Task 2.2.2 Analytical Services and Support<br>Task 2.2.3 Data Validation<br>Task 2.3 Data Compilation and Evaluation<br>Severable Services<br>Incrementally Funded<br>CLIN TYPE: Cost Reimbursement Plus Fixed Fee (CPFF)<br>OPTION PERIOD OF PERFORMANCE<br>01/07/2024 - 01/06/2029<br>(Option Line Item)<br>Requisition No: PR-RAF4-21-00002 |                            |             |                      |               |                             |
| 1003A           | Option Period - Remedial Design Support (TASK 3) - Contractor shall furnish all necessary personnel, material and services to perform the following Tasks, as annotated in the SOW:<br>Task 3 Oversight<br>Task 3.1 Field Oversight (Split Sampling in Task 2)<br>Task 3.1.1 Field Audit and Inspections<br>Task 3.4 RD Support<br>Severable Services<br>Incrementally Funded<br>CLIN TYPE: Cost Reimbursement Plus Fixed Fee (CPFF)<br>OPTION PERIOD OF PERFORMANCE<br>01/07/2024 - 01/06/2029<br>(Option Line Item)<br>Requisition No: PR-RAF4-21-00002       |                            |             |                      | Option        |                             |
| 1004            | Option Period - Remedial Action and Operation & Maintenance Support Services (TASK 2) - Contractor shall furnish all necessary personnel, material and services to perform the following Tasks, as annotated in the SOW:<br>Task 2 Field Work and Analytical Support<br>Continued ...   |                            |             |                      | Option        |                             |

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$0.00

**ORDER FOR SUPPLIES OR SERVICES**  
**SCHEDULE - CONTINUATION**

PAGE NO  
7

**IMPORTANT:** Mark all packages and papers with contract and/or order numbers.

|                             |                               |                            |
|-----------------------------|-------------------------------|----------------------------|
| DATE OF ORDER<br>01/07/2021 | CONTRACT NO.<br>68HE0318D0003 | ORDER NO.<br>68HE0421F0011 |
|-----------------------------|-------------------------------|----------------------------|

| ITEM NO.<br>(a) | SUPPLIES/SERVICES<br>(b)   | QUANTITY<br>ORDERED<br>(c) | UNIT<br>(d) | UNIT<br>PRICE<br>(e) | AMOUNT<br>(f) | QUANTITY<br>ACCEPTED<br>(g) |
|-----------------|--|----------------------------|-------------|----------------------|---------------|-----------------------------|
|                 | Task 2.2 Analytical Support and Data Validation<br>Task 2.2.1 Environmental Sample Collection<br>Task 2.2.2 Analytical Services and Support<br>Task 2.2.3 Data Validation<br>Task 2.3 Data Compilation and Evaluation<br>Severable Services<br>Incrementally Funded<br>CLIN TYPE: Cost Reimbursement Plus Fixed Fee (CPFF)<br>OPTION PERIOD OF PERFORMANCE<br>01/07/2024 - 01/06/2029<br>(Option Line Item)<br>Requisition No: PR-RAF4-21-00002  |                            |             |                      |               |                             |
| 1004A           | Option Period - Remedial Action and Operation & Maintenance Support Services (TASK 3) - Contractor shall furnish all necessary personnel, material and services to perform the following Tasks, as annotated in the SOW:<br>Task 3 Oversight<br>Task 3.1 Field Oversight (Split Sampling in Task 2)<br>Task 3.1.1 Field Audit and Inspections<br>Task 3.5 RA and O&M Support<br>Severable Services<br>Incrementally Funded<br>CLIN TYPE: Cost Reimbursement Plus Fixed Fee (CPFF)<br>OPTION PERIOD OF PERFORMANCE<br>01/06/2023 - 01/07/2029<br>(Option Line Item)<br>Requisition No: PR-RAF4-21-00002 |                            |             |                      | Option        |                             |
| 1005            | Pricing for six (6) months extension of the Task Order, in accordance with FAR Clause 52.217-8, Options to Extend<br>Severable Services<br>Incrementally Funded<br>CLIN TYPE: Firm Fixed Price (FFP)<br>PERIOD OF PERFORMANCE:<br>01/08/2029 - 07/07/2029<br>Ceiling (Not to Exceed) amount \$23.919.00<br>Continued ...   |                            |             |                      | Option        |                             |

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$0.00

**ORDER FOR SUPPLIES OR SERVICES**  
**SCHEDULE - CONTINUATION**

PAGE NO  
8

**IMPORTANT:** Mark all packages and papers with contract and/or order numbers.

|                             |                               |                            |
|-----------------------------|-------------------------------|----------------------------|
| DATE OF ORDER<br>01/07/2021 | CONTRACT NO.<br>68HE0318D0003 | ORDER NO.<br>68HE0421F0011 |
|-----------------------------|-------------------------------|----------------------------|

| ITEM NO.<br>(a) | SUPPLIES/SERVICES<br>(b)  | QUANTITY<br>ORDERED<br>(c) | UNIT<br>(d) | UNIT<br>PRICE<br>(e) | AMOUNT<br>(f) | QUANTITY<br>ACCEPTED<br>(g) |
|-----------------|---|----------------------------|-------------|----------------------|---------------|-----------------------------|
|                 | (Option Line Item)<br>Requisition No: PR-RAF4-21-00002<br><br>*****<br><br>The U.S. EPA is currently transitioning to<br>Electronic Invoice Payment via the Invoice<br>Processing Platform<br>(IPP), <a href="http://www.ipp.gov">http://www.ipp.gov</a> .<br><br>IPP Customer Support is available to assist<br>users of the system and can answer your<br>questions related to registering for IPP<br>access and submitting your invoices.<br>Toll-free number: 866-973-3131<br>Email: IPPCustomerSupport@fiscal.treasury.gov<br>Hours of operation: Monday through Friday<br>(Excluding Federal Holidays) from 8:00am -<br>6:00pm ET.<br><br>The Status of your invoice payment can be<br>obtained by contacting the EPA RTP Finance<br>Center Customer Service line at (919)<br>541-1148, or by email at<br>RTPFC-CustomerService@epa.gov, reference<br>your Contract and Task Order number.<br><br>Invoices are processed in accordance with<br>the Prompt Payment Act (31 U.S.C. 3903) and<br>Office of Management and Budget(OMB). |                            |             |                      |               |                             |

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$0.00



## **ATTACHMENT 1**

### **Burlington Industries Cheraw Operable Unit 2 RI/FS/RD/RA OVERSIGHT Design and Engineering Services (DES) Contract**

#### **Statement of Work (SOW)**

#### **Task Order Specific Requirements**

#### **USEPA Region 4**

The purpose of this task order is to provide the U.S. Environmental Protection Agency (EPA), Region 4 with contract support for Oversight Support of Remedial Investigation and Feasibility Study (RI/FS), RD and RA related to the Burlington Industries Cheraw Operable Unit 2 Superfund Site listed in the Site Background Section of this SOW.

In accordance with current applicable laws, regulations, guidance and policies, the contractor shall furnish all necessary personnel with appropriate knowledge and expertise, materials, equipment, and services needed for, or incidental to, performing and completing work in accordance with the requirements of this statement of work. Services under the DES contracts may be ordered by any EPA Region or Headquarters Office.

The work areas under this DES Contract are separated into eight (8) functional areas (tasks):

- 1. General Requirements**
- 2. Field Work and Analytical Support**
- 3. Oversight or Oversight Support**

The task order SOW will identify which activities under each functional area will be required for the specific project. The task order statement of work will also identify any Region-specific or new EPA policy or guidance not specifically outlined in the contract statement of work. For each task order, the contractor shall provide cost information and schedule based on the work breakdown structure identified in that task order.

#### **Site Background**

#### **Burlington Industries Cheraw Superfund Site, Operable Unit 2 – Cheraw, South Carolina (EPA ID: SCN000404896) – RI/FS**

The Burlington Industries Cheraw Site lies in a sub-basin of the Great Pee Dee River in Cheraw, Chesterfield County, South Carolina. The former Burlington Industries plant was a maker of specialty fabrics and textiles that operated at the location from 1960 to 1988 before selling its operations to Highland Industries, who continue to operate the plant. At some point during the operation of the plant by Burlington, PCBs were released into an adjacent stormwater ditch, known henceforth as the Western Ditch, which eventually empties into the Great Pee Dee River. Through investigations by South Carolina Department of Environmental Control (SCDHEC) and the EPA, the contamination present at the site warranted putting the Site on the National Priorities List (NPL) in 2018 based on PCB contamination of the surface water pathway leading from the Western Ditch source area to the Pee Dee River. Highland Industries is currently under an Administrative Order on Consent (AOC) with the EPA to conduct a Remedial Investigation and Feasibility Study for the Site. The RI will seek to determine the aerial extent of



contamination present in the 3.2-mile surface water pathway from the Western Ditch up to and including portions of the Pee Dee River.

## **Task 1: General Requirements**

The general requirements section outlines activities that will be completed by the contractor for a majority of the task orders issued under this contract. The activities in this section include:

- 1.1 Systematic Project Planning;
- 1.2 Site-Specific Plan(s) Development;
- 1.3 Project Management, Monitoring and Reporting;
- 1.4 Community Involvement; and
- 1.5 Task Order Close Out.

The need for these requirements and the amount of information/level or effort required will be outlined in the task order statement of work.

### **1.1 Systematic Project Planning**

The following planning activities may be conducted, as deemed appropriate, throughout the duration of the project. These activities may include, but are not limited to:

- Kickoff meeting. Upon award of the task order, the contractor shall schedule a kickoff meeting with technical staff, quality staff, EPA, and other stakeholders to discuss the statement of work, site visit and document review needs. The meeting will also be used to outline project specific requirements including: project objectives, data gaps, potential sampling and analysis methods, and performance goals. The deliverable after the kickoff meeting will be a project schedule and general work plan. Scoping/Kickoff meetings will be documented in the UFP-QAPP.
- Site visit.
- Review relevant background documentation.
- Conduct systematic planning meetings. Throughout the duration of the project the contractor shall schedule systematic planning meetings to revisit project specific requirements and discuss any changes or modifications needed in project scope, schedule and/or budget.
- Develop or Update the Conceptual Site Model (CSM)<sup>1</sup>. Based on information available, develop or update the conceptual site model. The CSM is intended to be an iterative, “living representation” of a site that summarizes and helps project teams visualize and understand available information. The CSM may be used as a primary planning, management, and decision-making tool to assist project teams throughout the life cycle stages of the project.

### **1.2 Site-specific Plan(s) Development**

---

<sup>1</sup> For more information on Conceptual Site Models and their role throughout the remediation process, please refer to EPA 542-F-11-011, *Environmental Cleanup Best Management Practices: Effective Use of the Project Life Cycle Conceptual Site Model*, July 2011.

Review, prepare, update, and/or maintain relevant or required site-specific plans in accordance with applicable guidance. Site work shall not commence on a project until EPA (the remedial project manager (RPM), contracting officer's personnel (COR) or other management personnel) have approved all submittals required. Some site-specific plans that may be requested include, but are not limited to the following:

- Personnel Plan
- Site Management Plan (SMP). The SMP outlines the processes, procedures, and safeguards that will be used to ensure contaminants or pollutants are not released off-site during the implementation of the task order and how wastes that are encountered during task order activities will be managed and disposed, as appropriate.
- Uniform Federal Policy Quality Assurance Project Plan (UFP-QAPP)<sup>2</sup>. A UFP-QAPP is a formal document describing in comprehensive detail the necessary quality assurance (QA), quality control (QC), and other technical activities that must be implemented to ensure that the results of the work performed will satisfy the stated performance criteria. A UFP-QAPP integrates technical and quality control aspects of a project throughout its life cycle, including planning, implementation, assessment, and corrective actions. The UFP-QAPP will provide:
  - Data quality objectives<sup>3</sup> (DQO) that specify the data needed to support decisions regarding remedial response activities.
  - Field sampling plan (FSP) that describes the number, type, and locations of samples and types of analyses.
- Data Management Plan (DMP). The DMP will detail the standard processes, procedures and tools that the contractor will use to support response activities and include requirements for all EPA data deliverables. The DMP will be developed in accordance with EPA national and region-specific data management plans or guidance. The relevant plans or guidance will be identified in the task order specific document.
- Health and Safety Plan (HASP)<sup>4</sup>. The HASP specifies employee training, protective equipment, medical surveillance requirements, standard operating procedures, and a contingency plan.
- Waste Management Plan (WMP). For projects where waste will be generated, whether it is hazardous or non-hazardous waste, a WMP shall be prepared by the Contractor. These will typically include remedial, removal or long-term response actions/remedy operations. This plan consists of procedures outlining the safe handling of contaminated material, drummed material, and contaminated liquids in addition to procedures for off-site transportation and disposal of materials. Manifesting, Department of Transportation (DOT) shipping papers, and chain-of-custody procedures should also be included.

These plans may be modified if project conditions change, as requested by EPA. If a change in the site plans results in a modification to the task order, the change will be negotiated, as appropriate, and the task order will be modified.

### **1.3 Project Management, Monitoring and Reporting**

---

<sup>2</sup> Refer to EPA-505-B-04-900A, *Uniform Federal Policy for Quality Assurance Project Plans*, Version 1, March 2005.

<sup>3</sup> Refer to EPA/240/B-06/001, *EPA QA/G4: Guidance on Systematic Planning Using the Data Quality Objectives Process*, February 2006.

<sup>4</sup> Refer to 29 CFR 1910.120(l)(1) and (l)(2).

The contractor shall perform activities required to manage the task order effectively. Activities may include, but are not limited to: preparing monthly progress reports in accordance with the requirements under the contract; preparing and submitting invoices in accordance with the requirements under the contract; and submitting ad-hoc reports during the projects as requested by the project manager. During the project, the contractor shall also accommodate any external audit or review mechanism as required by EPA.

Throughout the project, the contractor shall avoid duplication of prior efforts in gathering and assimilating project or site information. The contractor shall utilize the most applicable and current regulations and guidance documents when conducting work. The contractor shall continually look for and implement ways to streamline activities and minimize costs without compromising quality. The contractor shall assign work to personnel at the appropriate professional and/or technical levels and with the appropriate skill to most efficiently perform the task(s).

#### **1.4 Community Involvement**

The contractor shall provide technical assistance in overseeing and/or conducting community involvement and outreach activities for environmental remediation projects. If available, the contractor shall review and adhere to the Community Involvement Plan<sup>5</sup> (CIP).

#### **1.5 Task Order Close Out**

The contractor shall close out task orders. Activities include but are not limited to returning documents to EPA or other document repositories, file duplication, distribution, and storage, file archiving to meet Federal Records center requirements, and preparation of a close-out report in accordance with the task order requirements.

### **Task 2: Field Work and Analytical Support**

The field work section outlines those activities that require the contractor to send personnel on the site to gather site information or environmental samples. This section also outlines expectations for the contractor to manage, analyze, evaluate, and report data and information from field activities. The activities described in this section may be included as subtasks in other tasks in this contract. All analytic work shall be done in compliance with the EPA Forum on Environmental Measurement Competency Policy (Policy to Assure Competency of Laboratories, Field Sampling, and Other Organizations Generating Environmental Measurement Data under Agency funded Acquisitions (Agency Policy Directive Number FEM 2011-01)).

The activities in this section include:

- 2.1 Field Investigation;
- 2.2 Analytical Support and Data Validation;
- 2.3 Data Compilation and Evaluation; and
- 2.4 Develop or Update the Site Conceptual Site Model

---

<sup>5</sup> For more information on Community Involvement Plans, please refer to <http://www.epa.gov/hudson/cip.htm>.

## 2.1 Field Investigation<sup>6</sup>

To conduct field investigation activities, the contractor shall perform all or a specified subset of the activities listed below. Where appropriate, activities should be performed in accordance with the EPA-approved UFP-QAPP:

- Mobilization and demobilization activities.
- Site Reconnaissance. Conduct site surveys including property, boundary, well inventory, utility rights-of-way, historic resources review, and topographic information.
- Environmental Investigations. These investigations may include but are not limited to: geological (soils and sediments); air; hydrogeological (groundwater, surface water, seeps, pore water); geophysical; and ecological.
- Source Investigation. Locate and characterize the waste(s) present in the source.
- Characterization of the nature and extent of contamination involves using the information on source location, physical and environmental site data.
- Contaminated Building Samples. Collect samples of contaminated building materials.
- Investigation-Derived Waste Disposal. Characterize and dispose of investigation-derived wastes<sup>7</sup> in accordance with local, State, and Federal regulations as specified in the EPA-approved FSP.
- Conduct a Reuse assessment.

## 2.2 Analytical Support and Data Validation

The contractor may be required to perform analytical support and data validation activities.

These activities may include:

- Environmental sample collection;
- Analytical Services and Support; and
- Data validation

Throughout the analytical support and data validation process, the contractor shall coordinate with the Regional Sample Control Coordinator (RSCC), Regional Labs and/or the Environmental Services Division (ESD), the EPA Sample Management Office (SMO), or equivalent, regarding any analytical support, data validation, and quality assurance issues.

### 2.2.1 Environmental sample collection

The contractor shall provide personnel and equipment to collect environmental samples. The contractor shall capture sampling, observational, and monitoring field data and provide this data to EPA in a Scribe-compatible<sup>8</sup> data deliverable. In addition to the required Scribe-compatible

---

<sup>6</sup> All field operations should be conducted using Field Activities Procedure CIO 2105-P-02.0.

<sup>7</sup> Refer to OSWER 9345.3-03FS *Guide to Management of Investigation-Derived Wastes*, January 1992.

<sup>8</sup> For more information on Scribe, please refer to <https://www.epaossc.net/scribe>

data deliverable, the contractor may also deliver data in other formats specified in individual task orders. Samples collected may include, but are not limited to, sample matrices such as solids, dust, particulates, ash, gases, wipes, water, waste water, liquids, soil, tissue, vegetation, sediments, air, wastes, Dense Non-Aqueous Phase Liquids (DNAPL), Non-Aqueous Phase Liquids (NAPL), leachates, and biota. The contractor shall collect, handle and transport samples in accordance with the project-specific UFP-QAPP.

### **2.2.2 Analytical Services and Support**

Throughout the project planning and implementation, the contractor shall work with the RPM or COR on selection of analytical services. The contractor shall request and perform analytical services in compliance with EPA requirements. In general, the contractor shall follow the FASTAC-tiered hierarchy for obtaining analytical services.

Tier 1 – EPA Regional Laboratory and ESAT Contract

Tier 2 – National Analytical Services Contracts (i.e., CLP)

Tier 3 – Region Specific Analytical Services Contract

Tier 4 - Analytical Services IAGs and Field Contracts/Subcontracts

For Analytical Services that are not under direct oversight by EPA (Tier 4), the contractor shall provide evidence that the laboratory has experience with and is fully capable of performing the required analytical method<sup>9</sup>.

All electronic data deliverables are to be received from the contractor laboratory or sub-contracted laboratory in the Staged Electronic Data Deliverable (SEDD) 2a, 2b or SEDD 3 format<sup>10</sup>. The contractor is responsible for ensuring the laboratory can generate a compliant SEDD file.

### **2.2.3 Data Validation**

Data Validation activities include evaluating and qualifying laboratory analytical data against predefined requirements outlined in the UFP-QAPP. The contractor shall perform data validation activities on data from the following sources: CLP, Regional laboratory contracts, EPA Regional Laboratories, potentially responsible parties (PRPs), EPA field contractors, and other sources. In general, the contractor shall not conduct data validation of its own data generated under this contract. Options for subcontractor data validation will be evaluated on a task order specific basis.

The contractor shall provide a data validation of data packages and electronic deliverables using the following documents and requirements listed below:

- EPA's *Guidance on Environmental Data Verification and Data Validation*, EPA QA/G-8
- CLP, Regional data review SOPs, and National and Regional Data Validation Functional

---

<sup>9</sup> This may include state or other Federal certifications for the specific analytical method requested. Certifications or experience with similar methods may not be considered sufficient evidence of capability. The laboratory's capability to perform the requested method shall be documented in the UFP-QAPP.

<sup>10</sup> For more information on Staged Electronic Data Deliverables, refer to <http://www.epa.gov/fem/sedd.htm>.

- Guidelines/Guidance<sup>11</sup> (e.g. may include dioxins and explosives) and directives;
- CLP Routine Analytical Services (RAS) and Modified Analyses contract protocols and performance requirements;
- EPA's *Guidance for Labeling Externally Validated Laboratory Analytical Data for Superfund Use*, EPA-540-R-08-005, January 2009 (OSWER Directive 9200.1-85);
- Individual Regional laboratory contracts protocols and performance requirements;
- Regional sampling/project plans;
- Regional Performance Evaluation (PE) program guidance; and
- Task Order requirements.

Upon completion of the data validation, the contractor shall submit the required data validation report<sup>12</sup> to the project manager within the time frames specified in the task order.

## 2.3 Data Management and Evaluation

The contractor shall provide data management support services that address the collection, processing, management, distribution, analysis and archival of data and information consistent with the EPA-approved site-specific data management plan. EPA expects that the tools, processes and technology that will be used to provide these support services will evolve over the duration of the contract. Thus, EPA shall assess these improvements and continually adapt to provide more efficient and effective data management services. The contractor should not use proprietary software that must be abandoned or paid for by EPA at the end of the contract.

The contractor shall:

- Deploy all data management support services in close coordination with EPA experts such as Remedial Project Managers (RPMs), On Scene Coordinators (OSCs), the Environmental Response Team (ERT) and the National Data Acquisition and Technical Assistance Team (DATA Team).
- Where appropriate, coordinate closely with EPA regional GIS or Records Management leads for specific portions of integrated projects.
- Manage and archive data consistent with the EPA approved Data Management Plan (DMP).
- Contractor shall provide EPA with a comprehensive electronic final archival of sampling and monitoring data and data deliverables that are consistent with EPA national and regional-specific requirements.
- All spatially referenced data must be delivered in a standard ESRI spatial file format<sup>13</sup>, with the file geodatabase currently preferred. All GIS files<sup>14</sup> submitted must have spatial reference information that describes the projection, datum, and where applicable, the collection methods.

<sup>11</sup> The contractor shall incorporate EPA electronic assessment tools (EXES) whenever possible. For more information on EXES, refer to [http://www.epa.gov/superfund/programs/clp/data\\_assessment.htm](http://www.epa.gov/superfund/programs/clp/data_assessment.htm).

<sup>12</sup> In general, the validated data set should be delivered to EPA as a Scribe-compatible data deliverable.

<sup>13</sup> All geospatial data must be submitted as unprojected geographic coordinates in decimal degree format using North American Datum 1983 (NAD83) or World Geodetic System 1984 (WGS84) as the datum. These coordinate requirements are specified in the EPA National Geospatial Data Policy, 2008.

<sup>14</sup> All GIS files must have associated Federal Geographic Data Committee (FGDC) compliant metadata. The Content Standard for Digital Geospatial Metadata can be found at <http://www.fgdc.gov>. An add-on editor for ESRI software, EPA Metadata Editor (EME), complies with the FGDC metadata requirement and is available at <https://edg.epa.gov/EME/>.



- Conduct data trend evaluation and/or modeling and submit information in a technical memorandum with supporting data, as required.

## **2.4 Develop or Update the Conceptual Site Model<sup>15</sup>**

Based on information collected under this task, develop or update the conceptual site model (CSM). The CSM is intended to be an iterative, “living representation” of a site that summarizes and helps project teams visualize and understand available information.

## **Task 3: Oversight or Oversight Support**

Under this task, the contractor shall provide technical support to EPA in fulfillment of its responsibilities for oversight and enforcement of environmental remediation work being financed and performed by potentially responsible parties (PRPs).

Oversight activities specified, may include, but are not limited to:

- 3.1 Field Oversight;
- 3.2 RI/FS of Site Investigation Support;
- 3.3 Removal Support;
- 3.4 RD Support; and
- 3.5 Remedial Action and Operation and Maintenance Support

### **3.1 Field Oversight**

Field work includes field audit and inspections and the field work activities outlined in Task 2 including split sampling.

#### **3.1.1 Field Audits and Inspections**

The contractor shall conduct field audits and inspections to evaluate responsible parties’ implementation of Remedial Investigation/Feasibility Study (RI/FS), treatability study, Remedial Design (RD), Remedial Action (RA), removals and operation and maintenance (O&M) activities. This activity may include, but is not limited to, the following activities:

- Review implementation of work plans, sampling and analytical plans (SAP)/Quality assurance project plans (QAPPs) in the field;
- Observe sampling activities for compliance with the Federal Facility Agreement (FFA), settlement documents, approved sampling and analysis plan/quality assurance project plan (QAPP);
- Maintain a log of detailed observations at the site, including interactions with all parties, results of field tests, observations about conformance with the project-specific plans and deviations from the approved plans. Field notebooks/journals and logs may be supplemented by photographs and/or videotaping; and

---

<sup>15</sup> For more information on Conceptual Site Models and their role throughout the remediation process, please refer to EPA 542-F-11-011, *Environmental Cleanup Best Management Practices: Effective Use of the Project Life Cycle Conceptual Site Model*, July 2011.

- Prepare technical field oversight reports, which may include period reports and a final summary report.

### **3.2 RI/FS Support**

The contractor shall provide support to EPA in the oversight of RI/FS activities conducted by another party. RI/FS activities support activities may include but are not limited to: reviewing an RI or FS report, investigating remedial alternatives, providing risk assessment support, and providing support required for preparation of a Proposed Plan and Record of Decision (ROD).

### **3.3 Removal Support**

The contractor shall provide support to EPA, should it be warranted, in the oversight of any removal activities. Removal support activities may include: engineering evaluation/cost analysis draft and final document review and removal action oversight.

### **3.4 RD Support**

The contractor shall provide support to EPA in the oversight or preparation of RD activities conducted by another party. RD activities can include: reviewing technical requirements in the preparation of the preliminary, intermediate, and pre-final/final design packages; review of contractor bid packages for remediation contracts, describing variances with the ROD, identifying land acquisition and easement requirements, applying value engineering (VE) screening, VE study, and documenting VE modifications.

### **3.5 Remedial Action and Operation and Maintenance Support**

The contractor shall provide support to EPA in the oversight of the effectiveness of the implemented remedy. The contractor may also be requested to provide technical support at these sites. Remedial action and operation and maintenance activities can include: RA construction oversight, post-construction RA evaluations, O&M oversight, monitoring report and data review, performing or overseeing Five-Year Reviews, and completing site closeout documentation.

## ATTACHMENT 2

### Clauses

#### 52.217-8 Option to Extend Services.

As prescribed in 17.208(f), insert a clause substantially the same as the following:

Option to Extend Services (Nov 1999)

The Government may require continued performance of any services within the limits and at the rates specified in the contract. These rates may be adjusted only as a result of revisions to prevailing labor rates provided by the Secretary of Labor. The option provision may be exercised more than once, but the total extension of performance hereunder shall not exceed 6 months. The Contracting Officer may exercise the option by written notice to the Contractor within 60 Days of the contract expiration date. *[insert the period of time within which the Contracting Officer may exercise the option].*

(End of clause)

#### 52.217-9 Option To Extend the Term of the Contract. (MAR 2000)

(a) The Government may extend the term of this contract by written notice to the Contractor within 60; provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least 30days (*60 days unless a different number of days is inserted*) before the contract expires. The preliminary notice does not commit the Government to an extension.

(b) If the Government exercises this option, the extended contract shall be considered to include this option clause.

(c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed 66 months(months)(years).

(End of clause)

#### 1552.237-72 Key personnel. (APR 1984)

(a) The Contractor shall assign to this contract the following key personnel:

**Project Manager** – Harvey B. Coppage, P.E.

(b) During the first ninety (90) days of performance, the Contractor shall make no substitutions of key personnel unless the substitution is necessitated by illness, death, or termination of employment. The Contractor shall notify the Contracting Officer within 15 calendar days after the occurrence of any of these events and provide the information required by paragraph (c) of this clause. After the initial 90-day period, the Contractor shall submit the information required by paragraph (c) to the Contracting Officer at least 15 days prior to making any permanent substitutions.

(c) The Contractor shall provide a detailed explanation of the circumstances necessitating the proposed substitutions, complete resumes for the proposed substitutes, and any additional information requested by the Contracting Officer. Proposed substitutes should have comparable qualifications to those of the persons being replaced. The Contracting Officer will notify the Contractor within 15 calendar days after receipt of all required information of the decision on substitutions. This clause will be modified to reflect any approved changes of key personnel.

(End of clause)

## ATTACHMENT 3

"REGISTER OF WAGE DETERMINATIONS UNDER | U.S. DEPARTMENT OF LABOR  
THE SERVICE CONTRACT ACT | EMPLOYMENT STANDARDS ADMINISTRATION  
By direction of the Secretary of Labor | WAGE AND HOUR DIVISION  
| WASHINGTON D.C. 20210

| Wage Determination No.: 2015-4674  
Daniel W. Simms Division of | Revision No.: 12  
Director Wage Determinations | Date Of Last Revision: 12/23/2019

---

Note: Under Executive Order (EO) 13658 an hourly minimum wage of \$10.80 for calendar year 2020 applies to all contracts subject to the Service Contract Act for which the contract is awarded (and any solicitation was issued) on or after January 1 2015. If this contract is covered by the EO the contractor must pay all workers in any classification listed on this wage determination at least \$10.80 per hour (or the applicable wage rate listed on this wage determination if it is higher) for all hours spent performing on the contract in calendar year 2020. The EO minimum wage rate will be adjusted annually. Additional information on contractor requirements and worker protections under the EO is available at [www.dol.gov/whd/govcontracts](http://www.dol.gov/whd/govcontracts).

---

States: Arkansas, Mississippi and Tennessee  
Area: Arkansas County of Crittenden  
Mississippi Counties of Benton De Soto Marshall  
Tennessee Counties of Fayette Shelby Tipton

---

**\*\*Fringe Benefits Required Follow the Occupational Listing\*\***

**OCCUPATION CODE - TITLE FOOTNOTE RATE**

01000 - Administrative Support And Clerical Occupations

01011 - Accounting Clerk I 15.27

01012 - Accounting Clerk II 17.15

01013 - Accounting Clerk III 19.19

01020 - Administrative Assistant 24.89

01035 - Court Reporter 20.57

01041 - Customer Service Representative I 12.73

01042 - Customer Service Representative II 14.31

01043 - Customer Service Representative III 15.62

01051 - Data Entry Operator I 12.63

01052 - Data Entry Operator II 13.78

01060 - Dispatcher Motor Vehicle 22.42

01070 - Document Preparation Clerk 14.38

01090 - Duplicating Machine Operator 14.38

01111 - General Clerk I 12.76

01112 - General Clerk II 13.93  
01113 - General Clerk III 15.64  
01120 - Housing Referral Assistant 20.25  
01141 - Messenger Courier 15.46  
01191 - Order Clerk I 14.74  
01192 - Order Clerk II 16.09  
01261 - Personnel Assistant (Employment) I 15.94  
01262 - Personnel Assistant (Employment) II 17.84  
01263 - Personnel Assistant (Employment) III 19.88  
01270 - Production Control Clerk 21.91  
01290 - Rental Clerk 15.13  
01300 - Scheduler Maintenance 15.74  
01311 - Secretary I 15.74  
01312 - Secretary II 17.61  
01313 - Secretary III 1 9.63  
01320 - Service Order Dispatcher 20.04  
01410 - Supply Technician 24.89  
01420 - Survey Worker 17.19  
01460 - Switchboard Operator/Receptionist 13.23  
01531 - Travel Clerk I 13.77  
01532 - Travel Clerk II 14.67  
01533 - Travel Clerk III 15.79  
01611 - Word Processor I 13.99  
01612 - Word Processor II 15.70  
01613 - Word Processor III 17.57  
05000 - Automotive Service Occupations  
05005 - Automobile Body Repairer Fiberglass 19.85  
05010 - Automotive Electrician 19.87  
05040 - Automotive Glass Installer 18.57

05070 - Automotive Worker 18.57  
05110 - Mobile Equipment Servicer 15.82  
05130 - Motor Equipment Metal Mechanic 21.17  
05160 - Motor Equipment Metal Worker 18.57  
05190 - Motor Vehicle Mechanic 21.17  
05220 - Motor Vehicle Mechanic Helper 14.50  
05250 - Motor Vehicle Upholstery Worker 17.23  
05280 - Motor Vehicle Wrecker 18.57  
05310 - Painter Automotive 19.87  
05340 - Radiator Repair Specialist 18.57  
05370 - Tire Repairer 14.45  
05400 - Transmission Repair Specialist 21.17  
07000 - Food Preparation And Service Occupations  
07010 - Baker 15.84  
07041 - Cook I 11.53  
07042 - Cook II 13.53  
07070 - Dishwasher 9.28  
07130 - Food Service Worker 9.66  
07210 - Meat Cutter 14.79  
07260 - Waiter/Waitress 8.81  
09000 - Furniture Maintenance And Repair Occupations  
09010 - Electrostatic Spray Painter 16.21  
09040 - Furniture Handler 10.74  
09080 - Furniture Refinisher 16.70  
09090 - Furniture Refinisher Helper 12.97  
09110 - Furniture Repairer Minor 15.27  
09130 - Upholsterer 17.53  
11000 - General Services And Support Occupations  
11030 - Cleaner Vehicles 11.68

11060 - Elevator Operator 11.68  
11090 - Gardener 16.52  
11122 - Housekeeping Aide 11.32  
11150 - Janitor 11.32  
11210 - Laborer Grounds Maintenance 12.47  
11240 - Maid or Houseman 10.00  
11260 - Pruner 11.10  
11270 - Tractor Operator 15.18  
11330 - Trail Maintenance Worker 12.47  
11360 - Window Cleaner 12.72  
12000 - Health Occupations  
12010 - Ambulance Driver 18.87  
12011 - Breath Alcohol Technician 18.79  
12012 - Certified Occupational Therapist Assistant 28.75  
12015 - Certified Physical Therapist Assistant 26.83  
12020 - Dental Assistant 19.29  
12025 - Dental Hygienist 31.09  
12030 - EKG Technician 23.14  
12035 - Electroneurodiagnostic Technologist 23.14  
12040 - Emergency Medical Technician 18.87  
12071 - Licensed Practical Nurse I 16.79  
12072 - Licensed Practical Nurse II 18.79  
12073 - Licensed Practical Nurse III 20.94  
12100 - Medical Assistant 14.94  
12130 - Medical Laboratory Technician 23.51  
12160 - Medical Record Clerk 18.62  
12190 - Medical Record Technician 20.83  
12195 - Medical Transcriptionist 17.47  
12210 - Nuclear Medicine Technologist 33.88



12221 - Nursing Assistant I 10.90  
12222 - Nursing Assistant II 12.26  
12223 - Nursing Assistant III 13.38  
12224 - Nursing Assistant IV 15.03  
12235 - Optical Dispenser 17.25  
12236 - Optical Technician 16.24  
12250 - Pharmacy Technician 16.24  
12280 - Phlebotomist 1 4.34  
12305 - Radiologic Technologist 26.46  
12311 - Registered Nurse I 25.41  
12312 - Registered Nurse II 30.43  
12313 - Registered Nurse II Specialist 30.43  
12314 - Registered Nurse III 36.80  
12315 - Registered Nurse III Anesthetist 36.80  
12316 - Registered Nurse IV 44.11  
12317 - Scheduler (Drug and Alcohol Testing) 23.27  
12320 - Substance Abuse Treatment Counselor 22.22  
13000 - Information And Arts Occupations  
13011 - Exhibits Specialist I 21.52  
13012 - Exhibits Specialist II 26.65  
13013 - Exhibits Specialist III 32.60  
13041 - Illustrator I 22.04  
13042 - Illustrator II 27.29  
13043 - Illustrator III 33.39  
13047 - Librarian 29.52  
13050 - Library Aide/Clerk 13.06  
13054 - Library Information Technology Systems 26.65  
Administrator  
13058 - Library Technician 13.53

13061 - Media Specialist I 19.23  
13062 - Media Specialist II 21.52  
13063 - Media Specialist III 23.98  
13071 - Photographer I 14.68  
13072 - Photographer II 17.85  
13073 - Photographer III 20.68  
13074 - Photographer IV 23.22  
13075 - Photographer V 28.10  
13090 - Technical Order Library Clerk 16.41  
13110 - Video Teleconference Technician 18.99  
14000 - Information Technology Occupations  
14041 - Computer Operator I 16.64  
14042 - Computer Operator II 18.67  
14043 - Computer Operator III 20.82  
14044 - Computer Operator IV 23.14  
14045 - Computer Operator V 25.61  
14071 - Computer Programmer I (see 1) 21.66  
14072 - Computer Programmer II (see 1) 26.85  
14073 - Computer Programmer III (see 1)  
14074 - Computer Programmer IV (see 1)  
14101 - Computer Systems Analyst I (see 1)  
14102 - Computer Systems Analyst II (see 1)  
14103 - Computer Systems Analyst III (see 1)  
14150 - Peripheral Equipment Operator 16.64  
14160 - Personal Computer Support Technician 23.14  
14170 - System Support Specialist 26.77  
15000 - Instructional Occupations  
15010 - Aircrew Training Devices Instructor (Non-Rated) 27.88  
15020 - Aircrew Training Devices Instructor (Rated) 36.76

15030 - Air Crew Training Devices Instructor (Pilot) 40.44  
15050 - Computer Based Training Specialist / Instructor 27.88  
15060 - Educational Technologist 32.22  
15070 - Flight Instructor (Pilot) 40.44  
15080 - Graphic Artist 23.07  
15085 - Maintenance Test Pilot Fixed Jet/Prop 40.35  
15086 - Maintenance Test Pilot Rotary Wing 40.35  
15088 - Non-Maintenance Test/Co-Pilot 40.35  
15090 - Technical Instructor 22.08  
15095 - Technical Instructor/Course Developer 27.01  
15110 - Test Proctor 17.83  
15120 - Tutor 17.83  
16000 - Laundry Dry-Cleaning Pressing And Related Occupations  
16010 - Assembler 10.20  
16030 - Counter Attendant 10.20  
16040 - Dry Cleaner 13.11  
16070 - Finisher Flatwork Machine 10.20  
16090 - Presser Hand 10.20  
16110 - Presser Machine Drycleaning 10.20  
16130 - Presser Machine Shirts 10.20  
16160 - Presser Machine Wearing Apparel Laundry 10.20  
16190 - Sewing Machine Operator 14.03  
16220 - Tailor 14.9  
16250 - Washer Machine 11.26  
19000 - Machine Tool Operation And Repair Occupations  
19010 - Machine-Tool Operator (Tool Room) 18.56  
19040 - Tool And Die Maker 23.42  
21000 - Materials Handling And Packing Occupations  
21020 - Forklift Operator 14.56

21030 - Material Coordinator 21.91  
21040 - Material Expediter 21.91  
21050 - Material Handling Laborer 13.47  
21071 - Order Filler 11.97  
21080 - Production Line Worker (Food Processing) 14.56  
21110 - Shipping Packer 14.59  
21130 - Shipping/Receiving Clerk 14.59  
21140 - Store Worker I 11.34  
21150 - Stock Clerk 16.08  
21210 - Tools And Parts Attendant 14.56  
21410 - Warehouse Specialist 14.56  
23000 - Mechanics And Maintenance And Repair Occupations  
23010 - Aerospace Structural Welder 31.38  
23019 - Aircraft Logs and Records Technician 23.93  
23021 - Aircraft Mechanic I 29.60  
23022 - Aircraft Mechanic II 31.38  
23023 - Aircraft Mechanic III 33.27  
23040 - Aircraft Mechanic Helper 20.27  
23050 - Aircraft Painter 27.79  
23060 - Aircraft Servicer 23.93  
23070 - Aircraft Survival Flight Equipment Technician 27.79  
23080 - Aircraft Worker 25.48  
23091 - Aircrew Life Support Equipment (ALSE) Mechanic 25.48  
I  
23092 - Aircrew Life Support Equipment (ALSE) Mechanic 29.60  
II  
23110 - Appliance Mechanic 20.49  
23120 - Bicycle Repairer 16.68  
23125 - Cable Splicer 32.41

23130 - Carpenter Maintenance 18.34  
23140 - Carpet Layer 21.81  
23160 - Electrician Maintenance 23.82  
23181 - Electronics Technician Maintenance I 23.70  
23182 - Electronics Technician Maintenance II 25.37  
23183 - Electronics Technician Maintenance III 27.01  
23260 - Fabric Worker 19.61  
23290 - Fire Alarm System Mechanic 24.55  
23310 - Fire Extinguisher Repairer 18.01  
23311 - Fuel Distribution System Mechanic 28.18  
23312 - Fuel Distribution System Operator 21.08  
23370 - General Maintenance Worker 17.37  
23380 - Ground Support Equipment Mechanic 29.01  
23381 - Ground Support Equipment Servicer 21.75  
23382 - Ground Support Equipment Worker 23.16  
23391 - Gunsmith I 18.01  
23392 - Gunsmith II 21.14  
23393 - Gunsmith III 24.10  
23410 - Heating Ventilation And Air-Conditioning 22.42  
Mechanic  
23411 - Heating Ventilation And Air Contidioning 23.77  
Mechanic (Research Facility)  
23430 - Heavy Equipment Mechanic 21.94  
23440 - Heavy Equipment Operator 19.35  
23460 - Instrument Mechanic 22.43  
23465 - Laboratory/Shelter Mechanic 22.62  
23470 - Laborer 12.98  
23510 - Locksmith 21.42  
23530 - Machinery Maintenance Mechanic 24.71

23550 - Machinist Maintenance 22.25  
23580 - Maintenance Trades Helper 16.46  
23591 - Metrology Technician I 22.43  
23592 - Metrology Technician II 23.78  
23593 - Metrology Technician III 25.21  
23640 - Millwright 25.53  
23710 - Office Appliance Repairer 19.30  
23760 - Painter Maintenance 17.49  
23790 - Pipefitter Maintenance 25.47  
23810 - Plumber Maintenance 23.91  
23820 - Pneudraulic Systems Mechanic 24.10  
23850 - Rigger 23.47  
23870 - Scale Mechanic 21.14  
23890 - Sheet-Metal Worker Maintenance 20.83  
23910 - Small Engine Mechanic 18.81  
23931 - Telecommunications Mechanic I 26.37  
23932 - Telecommunications Mechanic II 27.94  
23950 - Telephone Lineman 20.01  
23960 - Welder Combination Maintenance 21.68  
23965 - Well Driller 24.10  
23970 - Woodcraft Worker 24.10  
23980 - Woodworker 18.01  
24000 - Personal Needs Occupations  
24550 - Case Manager 15.57  
24570 - Child Care Attendant 11.22  
24580 - Child Care Center Clerk 14.11  
24610 - Chore Aide 9.39  
24620 - Family Readiness And Support Services 15.57  
Coordinator

24630 - Homemaker 16.62  
25000 - Plant And System Operations Occupations  
25010 - Boiler Tender 27.84  
25040 - Sewage Plant Operator 20.20  
25070 - Stationary Engineer 27.84  
25190 - Ventilation Equipment Tender 19.13  
25210 - Water Treatment Plant Operator 20.20  
27000 - Protective Service Occupations  
27004 - Alarm Monitor 18.95  
27007 - Baggage Inspector 11.16  
27008 - Corrections Officer 21.15  
27010 - Court Security Officer 22.50  
27030 - Detection Dog Handler 12.49  
27040 - Detention Officer 21.15  
27070 - Firefighter 22.59  
27101 - Guard I 11.16  
27102 - Guard II 12.49  
27131 - Police Officer I 23.33  
27132 - Police Officer II 25.92  
28000 - Recreation Occupations  
28041 - Carnival Equipment Operator 12.58  
28042 - Carnival Equipment Repairer 13.56  
28043 - Carnival Worker 9.24  
28210 - Gate Attendant/Gate Tender 16.11  
28310 - Lifeguard 10.82  
28350 - Park Attendant (Aide) 18.02  
28510 - Recreation Aide/Health Facility Attendant 13.15  
28515 - Recreation Specialist 18.59  
28630 - Sports Official 14.35

28690 - Swimming Pool Operator 15.51  
29000 - Stevedoring/Longshoremen Occupational Services  
29010 - Blocker And Bracer 21.68  
29020 - Hatch Tender 21.68  
29030 - Line Handler 21.68  
29041 - Stevedore I 21.20  
29042 - Stevedore II 23.95  
30000 - Technical Occupations  
30010 - Air Traffic Control Specialist Center (HFO) (see 2) 38.78  
30011 - Air Traffic Control Specialist Station (HFO) (see 2) 26.74  
30012 - Air Traffic Control Specialist Terminal (HFO) (see 2) 29.45  
30021 - Archeological Technician I 17.20  
30022 - Archeological Technician II 19.25  
30023 - Archeological Technician III 23.84  
30030 - Cartographic Technician 23.84  
30040 - Civil Engineering Technician 22.40  
30051 - Cryogenic Technician I 26.40  
30052 - Cryogenic Technician II 29.15  
30061 - Drafter/CAD Operator I 17.20  
30062 - Drafter/CAD Operator II 19.25  
30063 - Drafter/CAD Operator III 21.45  
30064 - Drafter/CAD Operator IV 26.40  
30081 - Engineering Technician I 17.14  
30082 - Engineering Technician II 18.54  
30083 - Engineering Technician III 21.52  
30084 - Engineering Technician IV 25.66  
30085 - Engineering Technician V 30.95  
30086 - Engineering Technician VI 37.45  
30090 - Environmental Technician 23.34



30095 - Evidence Control Specialist 23.84  
30210 - Laboratory Technician 21.45  
30221 - Latent Fingerprint Technician I 26.40  
30222 - Latent Fingerprint Technician II 29.15  
30240 - Mathematical Technician 23.84  
30361 - Paralegal/Legal Assistant I 19.78  
30362 - Paralegal/Legal Assistant II 24.50  
30363 - Paralegal/Legal Assistant III 29.97  
30364 - Paralegal/Legal Assistant IV 36.25  
30375 - Petroleum Supply Specialist 29.15  
30390 - Photo-Optics Technician 23.84  
30395 - Radiation Control Technician 29.15  
30461 - Technical Writer I 23.84  
30462 - Technical Writer II 29.15  
30463 - Technical Writer III 35.28  
30491 - Unexploded Ordnance (UXO) Technician I 24.65  
30492 - Unexploded Ordnance (UXO) Technician II 29.82  
30493 - Unexploded Ordnance (UXO) Technician III 35.74  
30494 - Unexploded (UXO) Safety Escort 24.65  
30495 - Unexploded (UXO) Sweep Personnel 24.65  
30501 - Weather Forecaster I 26.40  
30502 - Weather Forecaster II 32.11  
30620 - Weather Observer Combined Upper Air Or (see 2) 21.45  
Surface Programs  
30621 - Weather Observer Senior (see 2) 23.84  
31000 - Transportation/Mobile Equipment Operation Occupations  
31010 - Airplane Pilot 29.82  
31020 - Bus Aide 14.20  
31030 - Bus Driver 20.57

31043 - Driver Courier 15.52  
31260 - Parking and Lot Attendant 9.89  
31290 - Shuttle Bus Driver 16.89  
31310 - Taxi Driver 10.96  
31361 - Truckdriver Light 16.89  
31362 - Truckdriver Medium 18.38  
31363 - Truckdriver Heavy 21.42  
31364 - Truckdriver Tractor-Trailer 21.42  
99000 - Miscellaneous Occupations  
99020 - Cabin Safety Specialist 14.54  
99030 - Cashier 9.40  
99050 - Desk Clerk 10.41  
99095 - Embalmer 24.26  
99130 - Flight Follower 24.65  
99251 - Laboratory Animal Caretaker I 12.60  
99252 - Laboratory Animal Caretaker II 13.75  
99260 - Marketing Analyst 27.91  
99310 - Mortician 24.26  
99410 - Pest Controller 16.49  
99510 - Photofinishing Worker 12.19  
99710 - Recycling Laborer 18.18  
99711 - Recycling Specialist 21.36  
99730 - Refuse Collector 16.19  
99810 - Sales Clerk 11.81  
99820 - School Crossing Guard 15.52  
99830 - Survey Party Chief 25.94  
99831 - Surveying Aide 17.01  
99832 - Surveying Technician 23.28  
99840 - Vending Machine Attendant 13.94

99841 - Vending Machine Repairer 17.45  
99842 - Vending Machine Repairer Helper 13.79

---

Note: Executive Order (EO) 13706 Establishing Paid Sick Leave for Federal Contractors applies to all contracts subject to the Service Contract Act for which the contract is awarded (and any solicitation was issued) on or after January 1 2017. If this contract is covered by the EO the contractor must provide employees with 1 hour of paid sick leave for every 30 hours they work up to 56 hours of paid sick leave each year. Employees must be permitted to use paid sick leave for their own illness injury or other health-related needs including preventive care; to assist a family member (or person who is like family to the employee) who is ill injured or has other health-related needs including preventive care; or for reasons resulting from or to assist a family member (or person who is like family to the employee) who is the victim of domestic violence sexual assault or stalking. Additional information on contractor requirements and worker protections under the EO is available at [www.dol.gov/whd/govcontracts](http://www.dol.gov/whd/govcontracts).  
ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:

HEALTH & WELFARE: Life accident and health insurance plans sick leave pension plans civic and personal leave severance pay and savings and thrift plans. Minimum employer contributions costing an average of \$4.54 per hour computed on the basis of all hours worked by service employees employed on the contract.

HEALTH & WELFARE EO 13706: Minimum employer contributions costing an average of \$4.22 per hour computed on the basis of all hours worked by service employees employed on the covered contracts. \*

\*This rate is to be used only when compensating employees for performance on an SCA-covered contract also covered by EO 13706 Establishing Paid Sick Leave for Federal Contractors. A contractor may not receive credit toward its SCA obligations for any paid sick leave provided pursuant to EO 13706.

VACATION: 2 weeks paid vacation after 1 year of service with a contractor or successor 3 weeks after 8 years and 4 weeks after 15 years. Length of service includes the whole span of continuous service with the present contractor or successor wherever employed and with the predecessor contractors in the performance of similar work at the same Federal facility. (See 29 CFR 4.173)

HOLIDAYS: A minimum of ten paid holidays per year: New Year's Day Martin Luther King Jr.'s Birthday Washington's Birthday Memorial Day Independence Day Labor Day Columbus Day Veterans' Day Thanksgiving Day and Christmas Day. (A contractor may substitute for any of the named holidays another day off with pay in accordance with a plan communicated to the employees involved.) (See 29 CFR 4.174)

THE OCCUPATIONS WHICH HAVE NUMBERED FOOTNOTES IN PARENTHESES RECEIVE THE FOLLOWING:

1) COMPUTER EMPLOYEES: Under the SCA at section 8(b) this wage determination does not apply to any employee who individually qualifies as a bona fide executive administrative or professional employee as defined in 29 C.F.R. Part 541. Because most Computer System Analysts and Computer Programmers who are compensated at a rate not less than \$27.63 (or on a salary or fee basis at a rate not less than \$455 per week) an hour would likely qualify as exempt computer professionals (29 C.F.R. 541.400) wage rates may not be listed on this wage determination for all occupations within those job families. In addition because this wage determination may not list a wage rate for some or all occupations within those job families if the survey data indicates that the prevailing wage rate for the occupation equals or exceeds \$27.63 per hour conformances may be necessary for certain nonexempt employees. For

example if an individual employee is nonexempt but nevertheless performs duties within the scope of one of the Computer Systems Analyst or Computer Programmer occupations for which this wage determination does not specify an SCA wage rate then the wage rate for that employee must be conformed in accordance with the conformance procedures described in the conformance note included on this wage determination.

Additionally because job titles vary widely and change quickly in the computer industry job titles are not determinative of the application of the computer professional exemption. Therefore the exemption applies only to computer employees who satisfy the compensation requirements and whose primary duty consists of:

- (1) The application of systems analysis techniques and procedures including consulting with users to determine hardware software or system functional specifications;
- (2) The design development documentation analysis creation testing or modification of computer systems or programs including prototypes based on and related to user or system design specifications;
- (3) The design documentation testing creation or modification of computer programs related to machine operating systems; or
- (4) A combination of the aforementioned duties the performance of which requires the same level of skills. (29 C.F.R. 541.400).

2) AIR TRAFFIC CONTROLLERS AND WEATHER OBSERVERS - NIGHT PAY & SUNDAY PAY: If you work at night as part of a regular tour of duty you will earn a night differential and receive an additional 10% of basic pay for any hours worked between 6pm and 6am. If you are a full-time employed (40 hours a week) and Sunday is part of your regularly scheduled workweek you are paid at your rate of basic pay plus a Sunday premium of 25% of your basic rate for each hour of Sunday work which is not overtime (i.e. occasional work on Sunday outside the normal tour of duty is considered overtime work).

**\*\* HAZARDOUS PAY DIFFERENTIAL \*\***

An 8 percent differential is applicable to employees employed in a position that represents a high degree of hazard when working with or in close proximity to ordnance explosives and incendiary materials. This includes work such as screening blending drying mixing and pressing of sensitive ordnance explosives and pyrotechnic compositions such as lead azide black powder and photoflash powder. All dry-house activities involving propellants or explosives. Demilitarization modification renovation demolition and maintenance operations on sensitive ordnance explosives and incendiary materials. All operations involving re-grading and cleaning of artillery ranges.

A 4 percent differential is applicable to employees employed in a position that represents a low degree of hazard when working with or in close proximity to ordnance (or employees possibly adjacent to) explosives and incendiary materials which involves potential injury such as laceration of hands face or arms of the employee engaged in the operation irritation of the skin minor burns and the like; minimal damage to immediate or adjacent work area or equipment being used. All operations involving unloading storage and hauling of ordnance explosive and incendiary ordnance material other than small arms ammunition. These differentials are only applicable to work that has been specifically designated by the agency for ordnance explosives and incendiary material differential pay.

**\*\* UNIFORM ALLOWANCE \*\***

If employees are required to wear uniforms in the performance of this contract (either by the terms of the Government contract by the employer by the state or local law etc.) the cost of furnishing such uniforms and maintaining (by laundering or dry cleaning) such uniforms is an expense that may not be borne by an employee where such cost reduces the hourly rate below that required by the wage determination. The Department of Labor will accept payment in accordance with the following standards as compliance:

The contractor or subcontractor is required to furnish all employees with an



adequate number of uniforms without cost or to reimburse employees for the actual cost of the uniforms. In addition where uniform cleaning and maintenance is made the responsibility of the employee all contractors and subcontractors subject to this wage determination shall (in the absence of a bona fide collective bargaining agreement providing for a different amount or the furnishing of contrary affirmative proof as to the actual cost) reimburse all employees for such cleaning and maintenance at a rate of \$3.35 per week (or \$.67 cents per day). However in those instances where the uniforms furnished are made of "wash and wear" materials may be routinely washed and dried with other personal garments and do not require any special treatment such as dry cleaning daily washing or commercial laundering in order to meet the cleanliness or appearance standards set by the terms of the Government contract by the contractor by law or by the nature of the work there is no requirement that employees be reimbursed for uniform maintenance costs.

**\*\* SERVICE CONTRACT ACT DIRECTORY OF OCCUPATIONS \*\***

The duties of employees under job titles listed are those described in the "Service Contract Act Directory of Occupations" Fifth Edition (Revision 1) dated September 2015 unless otherwise indicated.

**\*\* REQUEST FOR AUTHORIZATION OF ADDITIONAL CLASSIFICATION AND WAGE RATE Standard Form 1444 (SF-1444) \*\***

#### Conformance Process:

The contracting officer shall require that any class of service employee which is not listed herein and which is to be employed under the contract (i.e. the work to be performed is not performed by any classification listed in the wage determination) be classified by the contractor so as to provide a reasonable relationship (i.e. appropriate level of skill comparison) between such unlisted classifications and the classifications listed in the wage determination (See 29 CFR 4.6(b)(2)(i)). Such conforming procedures shall be initiated by the contractor prior to the performance of contract work by such unlisted class(es) of employees (See 29 CFR 4.6(b)(2)(ii)). The Wage and Hour Division shall make a final determination of conformed classification wage rate and/or fringe benefits which shall be paid to all employees performing in the classification from the first day of work on which contract work is performed by them in the classification. Failure to pay such unlisted employees the compensation agreed upon by the interested parties and/or fully determined by the Wage and Hour Division retroactive to the date such class of employees commenced contract work shall be a violation of the Act and this contract. (See 29 CFR 4.6(b)(2)(v)). When multiple wage determinations are included in a contract a separate SF-1444 should be prepared for each wage determination to which a class(es) is to be conformed.

The process for preparing a conformance request is as follows:

- 1) When preparing the bid the contractor identifies the need for a conformed occupation(s) and computes a proposed rate(s).
- 2) After contract award the contractor prepares a written report listing in order the proposed classification title(s) a Federal grade equivalency (FGE) for each proposed classification(s) job description(s) and rationale for proposed wage rate(s) including information regarding the agreement or disagreement of the authorized representative of the employees involved or where there is no authorized representative the employees themselves. This report should be submitted to the contracting officer no later than 30 days after such unlisted class(es) of employees performs any contract work.
- 3) The contracting officer reviews the proposed action and promptly submits a report of the action together with the agency's recommendations and pertinent information including the position of the contractor and the employees to the U.S. Department of Labor Wage and Hour Division for review (See 29 CFR 4.6(b)(2)(ii)).
- 4) Within 30 days of receipt the Wage and Hour Division approves modifies or disapproves the action via transmittal to the agency contracting officer or notifies the contracting officer that additional time will be required to process the request.

5) The contracting officer transmits the Wage and Hour Division's decision to the contractor.

6) Each affected employee shall be furnished by the contractor with a written copy of such determination or it shall be posted as a part of the wage determination (See 29 CFR 4.6(b)(2)(iii)).

Information required by the Regulations must be submitted on SF-1444 or bond paper.

When preparing a conformance request the ""Service Contract Act Directory of Occupations"" should be used to compare job definitions to ensure that duties requested are not performed by a classification already listed in the wage determination. Remember it is not the job title but the required tasks that determine whether a class is included in an established wage determination.

Conformances may not be used to artificially split combine or subdivide classifications listed in the wage determination (See 29 CFR 4.152(c)(1))."